

Using the Address Book and Quick Recipient List

Using the Address Book

The Address Book is where you keep information about individuals or groups that you correspond with. Each entry in the Address Book includes a nickname for a person or group, their full e-mail addresses, a real name, any contact information, and any notes. You can also use the Address Book to put nicknames on the Quick Recipient List, and to address a new message.

To open your Address Book, select **Address Book** from the **Special** menu.

The screenshot shows the 'Address Book' window. On the left, a list of nicknames is displayed under 'Eudora Nicknames'. The 'Everyone' nickname is selected. On the right, the details for the 'Everyone' entry are shown. The 'Nickname' field contains 'Everyone' and the 'Family' checkbox is checked. The 'Name' field contains 'The Whole Family'. The 'Postal Address' field contains '1234 Main Street, San Diego, CA 92109'. The 'Phone' field contains '619-000-0000' and the 'Fax' field contains '619-000-0001'. The 'Address(es)' field contains 'Dad', 'Mom', 'Sis', and 'unclejim@hishome.com'. The 'Notes' field is empty. At the bottom, there are buttons for 'New', 'Remove', 'To:', 'Cc:', and 'Bcc:'.

View By:	Nickname
▼ Eudora Nicknames	
● John	
▷ Business	
▼ Family	
Dad	
● Everyone	
Mom	
Sis	
▷ Friends	
▷ testing	

Nickname: Everyone ☒ Family RecipientList

Name: The Whole Family

Postal Address: 1234 Main Street
San Diego, CA 92109

Phone: 619-000-0000

Fax: 619-000-0001

Address(es): Dad
Mom
Sis
unclejim@hishome.com

Notes:

New Remove To: Cc: Bcc:

The Address Book with example entries

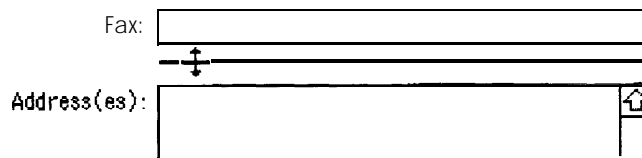
All of the Address Book entries are kept in files, so you can group your entries by putting them in different files. The example above shows files for Business, Family, and Friends (Eudora Nicknames is the default file). To show the entries in a file, click on the arrow to the left of the file. When the arrow points down, all the entries for that file are displayed.

You can use the **View By** option to display the entries using any of the fields except the **Notes** field. For example, if you want to view the entries by nicknames, select **View By Nicknames**. If you view by a field that doesn't contain any data, the entry is displayed with «».

You can find and select an entry by typing the first few letters of the entry. The list of entries must be active (to make the list active, click once somewhere in the list).

You can page up and down in the list of entries, use the arrow keys to move up and down through the entries, or hold down the command key and use the arrow keys to move up and down through the files of entries,

You can also resize the Address Book sections using the dividers between them. Put your cursor over a line, and drag the line where you want it. This lets you hide or display fields.

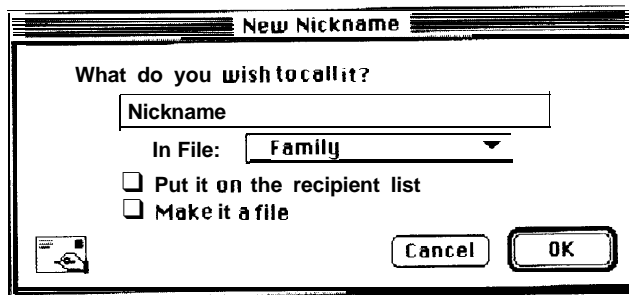


Resizing the Address Book sections

To print your Address Book entries, select the entries you want and select **Print** from the **File** menu. The standard Print dialog is displayed.

Creating New Entries

To create a new file of Address Book entries, click on New. A dialog is displayed asking what you want to call it. Enter a name for the file and select **Make it a file**, then click on **OK** to create it. The file is displayed in the list, and you can now add entries to the file.



Creating a new file or entry

To create a new entry to be included in an existing file, click on New. A dialog is displayed asking what you want to call it. Enter a Nickname for the entry. A Nickname (sometimes called an alias) is an easily remembered, shorter substitute for the e-mail addresses in the entry. Nicknames can be used in place of proper e-mail addresses in the **To**, **Cc**, and **Bcc** fields of outgoing messages.

Specify which file this entry belongs in (if you have multiple files), and select the **Put it on the recipient list** option if you want the nickname on your list. You cannot create a file within a file, so do not use the **Make it a file** option. Click on **OK** to create the entry. Then you can enter the information for that entry.

In the **Address(es)** field, enter the complete e-mail addresses of the people (or person) to be included in the nickname, separating the addresses with commas or returns (this is the only place you can use a return to separate addresses). You can also use nicknames in this field, but be sure that any nicknames you use are defined in their own entry. You can use a mix of nicknames and complete e-mail addresses.

*Note: Be sure there is no other information in **this** field except addresses or nicknames, or your messages will be addressed incorrectly.*

In the **Name** field, enter the real name of the person or group. If there is just one address for the entry, the real name and the address is included in the **To** field for your recipient to see. If there is more than one address for the entry, the real name is the only thing included in the **To** field for your recipients—they do not see the whole list of recipients.

In the other fields (**Phone, Fax, Postal Address, and Notes**), you can enter contact information for the person or group, and any notes to yourself. This information is not included in outgoing messages.

It is recommended that you have at most **2,500** lines per file. If the files are too large, they may appear collapsed in the Address Book, but you can still use all the nicknames when addressing messages. If you have a large number of entries, you may want to consider using a Ph server (for information, see Appendix A').

To save your changes to the Address Book, select **Save** from the **File** menu.

Changing and Removing Entries

To make changes to an Address Book entry, select the entry from the list and edit the fields as appropriate.

To move an entry from one file to another, select the entry and drag it to another file.

Important: *If you change a nickname, be sure to correct any entries that reference that nickname.*

To remove an entry or an address file, select it from the list and click on the **Remove** button. You cannot remove the Eudora Nicknames file.

To save your changes, select **Save** from the **File** menu.

Including Nicknames on the Quick Recipient List

To include a nickname in the Quick Recipient List, select the appropriate Address Book entry from the list and click on the **Recipient List** option (next to the **Nickname** field). The nickname for the selected entry is included on the Quick Recipient List. If you change a nickname or remove an entry, the Quick Recipient List is updated as appropriate. For details about using the Quick Recipient List, see the section "Using the Quick Recipient List."

Note: You can add multiple nicknames to the Quick Recipient List by selecting multiple entries. Hold down the shift key to select multiple entries in sequence, or the command key to make disjoint selections.

To save your changes, select **Save** from the **File** menu.

Addressing a Message from the Address Book

You can open and address a new message from the Address Book using the **To**, **Cc**, and **Bcc** buttons, or by dragging one or more entries to an open message.

To create a new message from the Address Book, select the entry to which you want to address the mail (hold down the shift key to select multiple entries in sequence, or the command key to make disjoint selections). Then click on **To**, **Cc**, or **Bcc**. A new composition window is displayed with the selected nickname(s) inserted in the appropriate field.

*Note: You can also double-click on one entry to enter that nickname in the **To** field, or double-click on one of many selected entries to enter those nicknames in the **To** field.*

Once the composition window is displayed, you can use the **To**, **Cc**, and **Bcc** buttons to insert additional nicknames into the corresponding fields. Or, you can drag the appropriate entries to those fields: Click once on an entry then drag it to the appropriate field, or double-click an entry to add it to the **To** field.

*Note: If you hold the shift key down when using the **To**, **Cc**, and **Bcc** buttons, the Address Book remains current (topmost). If you hold down the option key when using the **To**, **Cc**, and **Bcc** buttons, the full e-mail address is inserted instead of the nickname.*

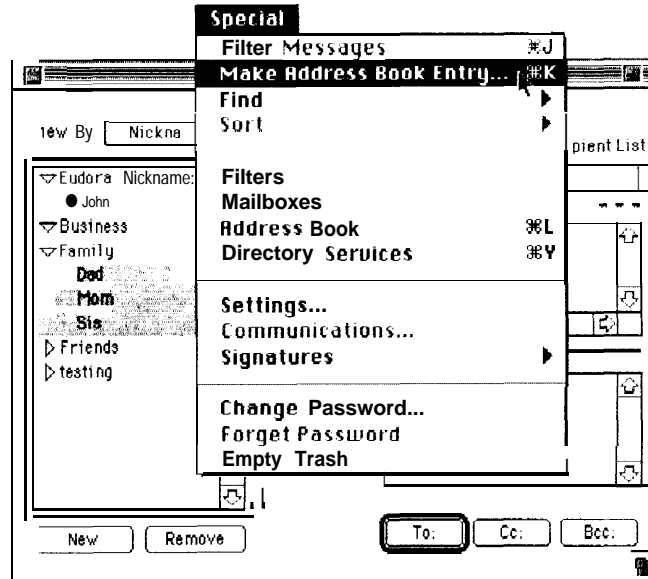
The "Make Address Book Entry" Command

The **Make Address Book entry** command is used to create entries in your Address Book, and is especially helpful for making group entries. You can use this command from anywhere in Eudora, including the Address Book, mailboxes, open messages, and the Directory Services window.

From anywhere in Eudora you can highlight the addresses you want, then hold down the shift key and select **Make Address Book Entry From Selection** from the **Special** menu. The New Nickname dialog is displayed prompting you for the nickname of the new entry. The new entry's **Address(es)** field will include all of the addresses that you selected.

Note: If the new nickname has the same name as an existing nickname, a prompt is displayed asking if you want to add the selected names to the existing nickname or replace the existing nickname with the new selection.

In the Address Book, highlight several different entries (hold down the shift key to select multiple entries in sequence, or the command key to make disjoint selections), then select **Make Address Book Entry...** from the **Special** menu. The New Nickname dialog is displayed prompting you for the nickname **of the new** entry. The **Address(es)** field of the new entry will include the nicknames for the entries you selected, not the real addresses.



Using the “Make Address Book Entry” command from the Address Book

In a mailbox, highlight the message(s) you want and select **Make Address Book Entry . . .** from the **Special** menu. The New Nickname dialog is displayed prompting you for the nickname of the new entry. Follow the instructions for creating a new entry. If the current message is an outgoing message, the new entry will include all of the addresses in the **To**, **Cc**, and **Bcc** fields. If the current message is an incoming message, the new entry will include the address in the **From** field. If multiple messages are current (i.e., you have several message summaries selected in a mailbox window), addresses are taken from each message and are all put in the new entry.

Note: The Make Address Book Entry command uses the Reply options. If the Reply to all option is turned on (or you hold down the [option] key), the new entry will include all of the recipients of the messages

plus the sender. Or, if the Include yourself option is turned off, your address is not included in the new entry.

In the Directory Services window, finish a Ph query and select **Make Address Book Entry...** from the **Special** menu. The New Nickname dialog is displayed so that you can name the nickname. The real name and e-mail address are included in the new entry.

The “Finish Address Book Entry” Command

With the **Finish Address Book Entry** command, you can enter a unique portion of a nickname in the **To**, **Cc**, or **Bcc** fields of a message, then select **Finish Address Book Entry** from the **Edit** menu, and the nickname will be completed for you. You must enter the characters in the nickname that make it unique, or Eudora will not know which nickname to use. For example, if you have two nicknames, jon and john, you would have to enter “jon” or “job” for Eudora to complete them.

To insert the real addresses for the entry, instead of the nickname, hold down the option key and select **Finish & Expand Address Book Entry** from the **Edit** menu. To set this to happen all the time, turn on the **Expand nicknames immediately** option in the Sending Mail Settings.

Using Nicknames that were Not Created by Eudora

To use a nickname file that was not created in Eudora, put the file in the Nicknames folder (in your Eudora Folder), and be sure the format is correct: One nickname on each line with the word “alias,” a space, the nickname, a space, and the real addresses separated by commas. For example,

```
alias joe joe@wow.com  
alias group joe@wow.com,lisa @wow.com,bill@wow.com
```

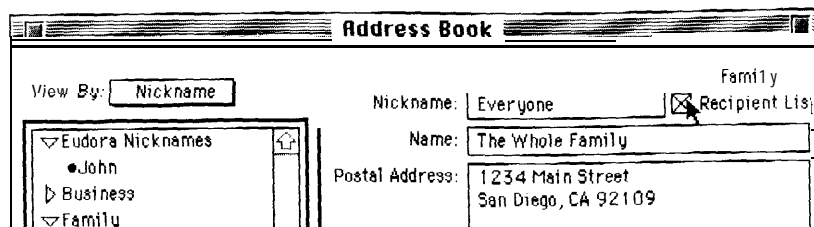
You will need to quit and re-open Eudora to see your new entries in the Address Book.

Saving Your Entries to a File

To save your Address Book entries as a text clipping with tab-delimited entries, select the entries you want and hold down the option key while dragging them to the finder. To save them as a text clipping with the standard nickname format, use the same process but do not hold down the option key.

Using the Quick Recipient List .

The Quick Recipient List is your list of often-used nicknames. If you have checked the **Recipient List** option in an Address Book entry, the entry's nickname is included in the list.



The Recipient List option

To open a new message addressed to someone on your Quick Recipient List, select **New Message To**, **Forward To**, or **Redirect To** from the **Message** menu, and select the nickname from the displayed list.

To insert a nickname into a message that you have already opened, put the cursor where you want the nickname and select **Insert Recipient** from the **Edit** menu.

To insert the real address(es), instead of the nickname, hold down the option key and select **Insert & Expand Recipient** from the **Edit** menu. To set this to happen all the time, turn on the **Expand nicknames immediately** option in the Sending Mail Settings.

More than one nickname from the Quick Recipient List can be added to the **To**, **Cc**, and **Bcc** fields of any message. If you use the Insert Recipient command, commas are added where necessary.